



**DECISION OF THE ACADEMIC COUNCIL OF YEREVAN STATE
UNIVERSITY N 8/4**

Yerevan

14 April 2025

**ON APPROVAL OF THE PROCEDURE FOR APPOINTING TO VACANT TEACHING
STAFF POSITIONS OF THE “YEREVAN STATE UNIVERSITY” FOUNDATION AND
DETERMINING THE TYPES OF SCIENTIFIC AND PEDAGOGICAL ACTIVITIES FOR
GIVEN POSITIONS, AND ON DECLARATION OF NULLITY OF THE “PROCEDURE FOR
THE COMPETITIVE SELECTION AND APPOINTMENT OF THE TEACHING STAFF OF
YEREVAN STATE UNIVERSITY” APPROVED ON JUNE 28, 2012**

Guided by the 8th Subclause of the 49th Clause of the “Yerevan State University” Foundation Charter and the 8th Subclause of the 4th Clause of the YSU Academic Council Work Order, the Academic Council of Yerevan State University resolves:

1. To approve the Procedure for Appointment to Vacant Positions of the Teaching staff of the “Yerevan State University” Foundation and Determining the Types of Scientific and Pedagogical Activities for Given Positions, in accordance with the Annex hereto;
2. To declare the “Procedure for the Competitive Selection and Appointment of the Teaching staff of Yerevan State University,” approved by the Academic Council of Yerevan State University on June 28, 2012, null and void;
3. This Decision shall enter into force upon its publication.

CHAIRMAN OF THE YSU ACADEMIC COUNCIL

H. V. HOVHANNISYAN

ANNEX
To Decision N 8/4 of the YSU Academic Council, April 14, 2025
Chairman of the YSU Academic Council
H. V. Hovhannisyan

**REGULATION
ON APPOINTMENT TO VACANT TEACHING STAFF POSITIONS OF THE “YEREVAN
STATE UNIVERSITY” FOUNDATION AND ON DEFINEMENT OF THE TYPES OF
SCIENTIFIC AND PEDAGOGICAL ACTIVITIES FOR GIVEN POSITIONS**

I. GENERAL PROVISIONS

1. This Regulation establishes the procedure for appointing to vacant positions within the teaching staff of the “Yerevan State University” Foundation (hereinafter referred to as “YSU”), the requirements imposed upon candidates for such positions, and the types of scientific and pedagogical activities assigned to the teaching staff.

2. Vacant positions at YSU shall be appointed through open competitive selection (hereinafter referred to as “competition”), except in cases provided for under Clauses 35–36 of This Regulation.

II. REQUIREMENTS IMPOSED UPON CANDIDATES FOR THE POSITION

3. The appointment of a vacant position at YSU shall be carried out with due consideration of the candidate's higher and/or postgraduate professional educational qualifications, academic degree, academic title, requisite professional and pedagogical competencies, and the outcomes of their research activities.

4. The following teaching staff positions are established at YSU: **Professor, Associate Professor, Assistant, and Lecturer.**

5. A candidate may apply for the **vacant position of Professor** provided that they:

- 1) hold the academic title of Professor;
- 2) have published, within the preceding five years, **at least three scholarly works (articles)** in internationally recognized scientific information databases, in which the applicant appears as the first, last, or corresponding author, or has an equivalent authorship role; and have accumulated at least **six points** in research activity, calculated in accordance with the procedure set forth in Clause 9 of This Regulation.

6. A candidate may apply for the **vacant position of Associate Professor** provided that they:
- 1) hold the academic title of Professor or Associate Professor;
 - 2) have published, within the preceding five years, **at least two scholarly works (articles)** in internationally recognized scientific information databases, in which the applicant appears as the first, last, or corresponding author, or has an equivalent authorship role; and have accumulated at least **six points** in research activity, calculated in accordance with the procedure set forth in Clause 9 of This Regulation;
 - 3) have accumulated at least **five credits** through professional development courses within the preceding five years.
7. A candidate may apply for the **vacant position of Assistant** provided that they:
- 1) hold an academic degree or have completed postgraduate (doctoral) studies in the relevant field;
 - 2) have accumulated at least **three points** in research activity within the preceding five years, calculated in accordance with the procedure set forth in Clause 9 of This Regulation;
 - 3) have accumulated at least **ten credits** through professional development courses within the preceding five years.
8. A candidate may apply for the **vacant position of Lecturer** provided that they:
- 1) have a **Master's degree or a Specialist qualification** in the relevant field;
 - 2) have accumulated at least **two points** in research activity within the preceding five years, calculated in accordance with the procedure set forth in Clause 9 of This Regulation;
 - 3) have accumulated at least **ten credits** through professional development courses within the preceding five years.
9. The indicators of a candidate's research activity as **set forth in Clauses 5-8** of This Regulation shall be assessed in the following way:

Type and Conditions of Scholarly Work	Points (calculated per type)
<p>Textbook The contribution of each author must amount to at least 7.5 printed sheets.</p>	6
<p>Monograph The contribution of each author must amount to at least 7.5 printed sheets.</p>	6
<p>Teaching Manual</p>	3

The contribution of each author must amount to at least 5.5 printed sheets.	
Work published in an internationally recognized scientific information database, in which the applicant appears as the first, last, or corresponding author, or has an equivalent authorship role.	2
Scholarly work (article) published in periodicals included in the List of Acceptable Periodical Scientific Publications for the Publication of Main Results and Statements of Dissertations, as approved by the Supreme Certifying Committee of the Republic of Armenia.	1

III. TYPES OF SCIENTIFIC AND PEDAGOGICAL ACTIVITIES ESTABLISHED FOR TEACHING STAFF POSITIONS

10. The following types of **scientific and pedagogical activities** are established for the teaching staff at YSU:

- 1) **For the position of Professor:** delivery of lectures within Bachelor's and Master's degree programmes; administration of examinations and set-offs; supervision of Bachelor's and/or Master's degree programmes; supervision of doctoral students and/or candidates; supervision of graduation paper, Master's thesis, and scientific (scientific-methodological) seminars; participation in the work of final attestation committees; conducting class observations; and carrying out research, as well as educational-methodological work;
- 2) **For the position of Associate Professor:** delivery of lectures within Bachelor's and Master's degree programmes; administration of examinations and set-offs; supervision of Bachelor's and/or Master's degree programmes; supervision of doctoral students and/or candidates; supervision of graduation paper, Master's thesis, and scientific (scientific-methodological) seminars; participation in the work of final attestation committees; and carrying out research, as well as educational-methodological work;
- 3) **For the position of Assistant:** delivery of lectures, practical classes, seminars, and laboratory sessions within Bachelor's and Master's degree programmes; administration of examinations and set-offs; supervision of doctoral students and/or candidates; supervision of graduation paper and internships; and carrying out research, as well as educational-methodological work;
- 4) **For the position of Lecturer:** delivery of lectures, practical classes, seminars, and laboratory sessions within Bachelor's degree programmes; administration of examinations and set-offs; supervision of internships; provision of student consultations; and carrying out research, as well as educational-methodological work.

IV. REGULATION ON ORGANIZING AND CONDUCTING THE COMPETITION

11. The competition shall be organized and coordinated by the Credential Qualification Commission (hereinafter referred to as “Commission”), whose nominal composition shall be approved by order of the YSU Rector upon the recommendation of the Vice-Rector for academic affairs.

12. The Commission shall be authorized to submit proposals to the Rector concerning any issues or disputes arising in the course of the competition.

13. During the second semester of the current academic year, the Human Resources Department (hereinafter referred to as “Department”), in cooperation with the Educational-Methodological Department, shall submit the list of vacant positions anticipated for the forthcoming academic year to the Rector. A competition for the appointment to given positions shall be announced by order of the Rector prior to the end of the current academic year.

14. The Department shall prepare the competition announcement and publish it on the YSU website in accordance with the established procedure, specifying the requirements imposed upon candidates, the term of appointment, the list of required documents, the place and deadline for their submission.

15. In order to participate in the competition, the candidate shall submit the following documents to the Department:

- 1) an application in the name of the Rector;
- 2) a personal personnel record sheet;
- 3) autobiography (CV);
- 4) copies of certificates (diplomas) of higher education, academic degree and academic title;
- 5) a draft syllabus of the courses being taught;
- 6) a list of works published within the preceding five years;
- 7) documentation confirming credits accumulated through professional development courses within the preceding five years.

Applications, together with attached documents, shall be submitted within fifteen days from the date of the announcement.

16. Upon the expiration of the document submission deadline, the Commission shall review the candidate's application and attached documents with respect to their completeness and compliance with the terms of the competition.

If the candidate's application fails to meet the established requirements, the submitted documents are incomplete, or the application has been submitted after the established deadline, the Commission shall reject the application. The decision of rejection may be appealed to the Rector within three days after its receipt.

If the candidate fails to meet the requirements for the position in question, the employer may (with the candidate's consent), conclude an employment contract with the candidate for a period not exceeding one year, for a position, requirements for which the candidate does not satisfy, with the exception of those being employed for the first time.

17. The Commission shall forward the application of a candidate who satisfies the requirements of the competition, to the relevant Chair for consideration.

18. At a meeting of the Chair, the candidate's documents shall be reviewed and an open vote conducted (unless otherwise decided), as a result of which an opinion shall be formulated and forwarded to the Standing Competition Commission of the Academic Council of the relevant subdivision (YSU) (hereinafter referred to as "Competition Commission").

19. The Competition Commission shall examine the candidate's documents and prepare a written conclusion presenting the candidate's professional profile, qualifications, pedagogical record, and the opinion of the Chair.

20. The competition shall be conducted in the Academic Council of the relevant subdivision, and, in case of vacant positions within all-university subdivisions, in the Academic Council of YSU. By order of the Rector, any competition may be conducted in the Academic Council of YSU with due justification.

21. The candidate's attendance at the meeting of the Academic Council shall be mandatory; in the event of the candidate's absence, the Academic Council shall make a decision to terminate the candidate's participation in the competition. Members of the Council may make statements, engage in deliberations, and address questions to the candidate.

22. During the closed, secret ballot, the names of all candidates participating in the competition shall be recorded on the ballot paper.

23. For the purpose of conducting a secret ballot and tallying its results, a Counting Commission shall be elected from among the members of the Academic Council, comprising no fewer than three members and an odd number of members, none of whom may be a candidate; and the members of the Commission shall elect a chairman from among themselves, with decisions made by a simple majority of votes cast "in favour".

24. If only one candidate participates in the competition, the ballot paper shall bear the candidate's name and surname alongside the words "in favour" and "against"; and if multiple candidates participate, the ballot paper shall bear their names and surnames listed in alphabetical order, with the expression "against all" appearing on the final line.

25. A ballot paper shall be deemed valid where, in case of a single candidate, a tick mark (V) has been placed next to either "in favour" or "against," and; in case of multiple candidates, a vote has been cast for only one candidate or for the "against all" option. If the ballot paper contains other marks or notations, or no vote has been cast "in favour" of any candidate, it shall be deemed invalid, with such decision made by the Counting Commission by a simple majority of votes cast "in favour". If the invalidation of a ballot paper affects the outcome of the election, and a dissenting opinion is expressed by a member of the Commission on this matter, the question of invalidation shall be referred to the Academic Council for deliberation and a corresponding decision shall be made.

26. Upon completion of voting, the Counting Commission shall tally the results and prepare the official record (Annex 3).

27. A candidate shall be deemed elected upon receiving votes “in favour” from the majority of the total membership of the Academic Council. In the event that there are three or more candidates and none obtains the requisite number of votes “in favour”, a runoff vote shall be conducted within the same meeting, in which only the two candidates who received the highest number of votes “in favour” shall participate (or more than two candidates in case of a tie in votes cast “in favour”).

28. The Chairman of the Counting Commission shall present the voting results to the Academic Council, on the basis of which the Academic Council shall adopt, by open vote, one of the following decisions:

- 1) on the election of a candidate to the vacant position in question;
- 2) on the conduct of a runoff vote;
- 3) on declaring the election void.

29. The runoff vote shall be conducted in accordance with the same procedure, and the candidate who receives votes cast “in favour” from the majority of the total membership of the Academic Council shall be deemed elected.

30. The election shall be declared void if, following the primary or runoff vote, no candidate obtains the requisite number of votes.

31. The results of a competition (the decision adopted) conducted within the Academic Council of the subdivision for the purpose of appointing a vacant position for Professor shall be subject to ratification by the YSU Academic Council by open vote.

32. The decision of the Academic Council may be appealed to the Rector within three days. If the decision is found to contravene the legislation of the Republic of Armenia or the YSU Charter, or significant violations that affected the final outcome are identified in the course of the competition, the Rector shall be empowered to suspend the decision and to appoint a review within ten days.

V. Procedure and Timeline for Appointing the Elected Candidate to the Position

33. Following a competition conducted in accordance with the procedure set forth in Section 4 of This Regulation, the Rector shall conclude an employment contract with the elected candidate (or issue an individual legal act) for a term of five years. Upon the completion of the second year of the employment contract, the employee shall be required to submit a report on the academic and pedagogical activities carried out since their election to the Academic Council of the subdivision (Annex 4).

34. The appointment to a vacant teaching staff position on an hourly-rate basis, by way of concurrent employment, or under a primary employment contract at or below 0.5 full-time equivalent shall be carried out by the relevant Chair through a simplified open competition procedure, by assessment of the candidate's academic and pedagogical record, and for a term of up to one year.

The provisions of Clauses 15–32 of This Regulation shall not apply in case of a simplified open competition procedure.

A candidate participating in an open competition under the simplified procedure must satisfy the qualification, academic degree, academic title, and professional and pedagogical competency requirements established for the respective position in Section 2 of This Regulation; and shall submit the supporting documentation to the relevant Chair.

A candidate participating in an open competition under the simplified procedure must submit a report on the academic and pedagogical activities carried out during the preceding term (Annex 4), except in case of a candidate participating in the competition for the first time.

The Head of the Chair shall have the right to assign a candidate participating in the competition for the first time (being considered for employment) to deliver a trial lecture, seminar, or practical session on a topic of their choice within the framework of the curriculum.

The results of the open competition conducted under the simplified procedure, together with the candidate's documentation and the academic workload form of the Chair approved in accordance with the established procedure, shall be submitted to the Department.

35. Upon the expiration of the employment contract, and on the basis of an evaluation of the outcomes of academic and pedagogical activities, and provided that a corresponding vacant position (academic workload) exists within the Chair, the Rector shall be authorized to conclude a new employment contract with a member of the teaching staff for one additional term of three years without a competition.

In this case, no later than two months prior to the expiration of the contract, the person occupying the given position shall submit, in accordance with the established procedure, a report on the academic and pedagogical activities carried out during the preceding term (Annex 4) to the Academic Council of the subdivision (YSU).

The Academic Council of the subdivision (YSU), having reviewed the submitted report on the candidate's academic and pedagogical activities, shall adopt a corresponding decision and forward it, together with the attached documentation, to the Commission.

The Commission, upon examining the submitted report and the decision of the Academic Council of the subdivision (YSU), shall present a recommendation to the Rector regarding the renewal of the employment contract with the given employee without a competition.

36. In exceptional circumstances, including, in particular, an increase in academic workload and the number of staff positions, the necessity of engaging a specialist to deliver a specialized course, the health condition of an employee, the need to substitute an absent employee, or other justifiable reasons, a person may be appointed to a vacant teaching staff position, by order of the Rector, on a single occasion without a competition, for a period not exceeding one year.

VI. PROCEDURE FOR EARLY DISMISSAL FROM POSITION

37. The grounds, procedure, and conditions for the dismissal of a member of the YSU teaching staff from their occupied position shall be established by the Labour Code of the Republic of Armenia, the YSU Charter, This Regulation, and other legal acts.

38. The Rector shall be authorized, during the term of an employment contract and upon the existence of appropriate grounds, to refer to the Academic Council of the subdivision (YSU) the question of determining whether a member of the teaching staff meets the requirements of their occupied position.

The consideration of the question of positional compliance in the Academic Council shall be preceded by a review of the employee's professional performance conducted by a commission composed of the Council members, the nominal composition of which shall be approved by the Rector upon the recommendation of the Academic Council.

The Rector shall be authorized to include extra-university (extra-faculty) experts in the commission.

If the Academic Council, by means of a closed, secret ballot, confirms the non-compliance of the given employee with the requirements of their occupied position, taking into account the teaching quality, pedagogical methodology, course delivery, research activity, and the results of student evaluations, the Rector shall terminate the employment contract concluded with that employee in accordance with the established procedure.

VII. TRANSITIONAL PROVISIONS

39. In the event that the employment contract of a member of the YSU teaching staff who has not participated in a competition conducted in accordance with the procedure established in Section 4 of This Regulation expires prior to the end of the 2026–2027 academic year, the employment relationship with that member may be extended through the simplified open competition procedure set forth in Clause 34 of This Regulation.

40. The mandatory requirement for candidates to present professional development credits in the prescribed amount, in competitions for appointment to positions specified in Clauses 6–8 of This Regulation, shall enter into force as of the 2027–2028 academic year.

41. Commencing from the 2027–2028 academic year, the appointment to vacant positions within the YSU teaching staff shall be carried out exclusively in accordance with the procedure and conditions established in Sections 4–5 of This Regulation.

42. Members of the YSU teaching staff, who were selected through a competition at the time of adoption of This Regulation, shall continue to serve in their elected positions until the expiration of the employment contracts concluded with them.

BALLOT

For the closed, secret ballot of the Academic Council of the _____
Faculty/Institute of the “Yerevan State University” Foundation, held at the session of
_____ (year), for the position of _____

No.	CANDIDATE'S SURNAME, FIRST NAME	IN FAVOUR	AGAINST

A tick mark (V) is to be placed in the corresponding box of the ballot to indicate a vote “in favour” or “against”.

BALLOT

For the closed, secret ballot of the Academic Council of the _____
Faculty/Institute of the “Yerevan State University” Foundation, held at the session of
_____ (year), for the position of _____

No.	CANDIDATE'S SURNAME, FIRST NAME	VOTE
1.		
2.		
3.		
4.	AGAINST ALL CANDIDATES	

A tick mark (V) is to be placed in the corresponding box of the ballot to indicate a vote “in favour” of any candidate or “against all candidates”.

MINUTES
of the Counting Commission

Yerevan

“ ”

20__ (year)

The Counting Commission was elected at the _____ (year) session of the Academic Council of the _____ Faculty/Institute of the “Yerevan State University” Foundation, comprising the following members:

1. _____
2. _____
3. _____

Of the _____ members of the Academic Council of the Faculty/Institute, _____ were present.

The candidacy/candidacies for the position of _____ at the Chair of _____ of the _____ Faculty/Institute was/were put to a vote.

The number of Academic Council members who participated in the voting: _____

Number of ballots distributed: _____

Number of ballots found in the ballot box: _____

Voting results:

CANDIDATE'S SURNAME, FIRST NAME; IN FAVOUR; AGAINST; INVALID

CANDIDATE'S SURNAME, FIRST NAME; IN FAVOUR; AGAINST; INVALID

Number of invalid ballots: _____

As a result of the closed (secret) ballot, _____ has been elected / has not been elected to the position of _____ at the Chair of _____ of the _____ Faculty/Institute,

or,

As a result of the closed, secret ballot, none of the candidates for the position of _____ at the Chair of _____ of the _____ Faculty/Institute

has been elected to the position of _____, and the following candidates shall participate in a run-off vote:

1. _____
2. _____
3. _____

Chairman of the Counting Commission: _____

Members of the Counting Commission: _____

To the Academic Council of the “Yerevan State University” Foundation
(Academic Subdivision)

R E P O R T
ON ACADEMIC AND PEDAGOGICAL ACTIVITIES CARRIED OUT IN THE POSITION
OF _____

1. Employee's Full Name: _____

2. Subdivision and Position: _____

3. Reporting Period: _____

4. The following teaching and methodological work was carried out during the reporting period (please provide a list of courses developed or revised, as well as a list of professional development and training activities attended; maximum 500 words):

5. The following scholarly and research activities were carried out during the reporting period (please describe grants received, published works, and participation in academic conferences; maximum 500 words):

6. The average score received in student surveys over the preceding two academic years:

Employee: _____
Full Name and Signature

Head of the Chair: _____
Full Name and Signature

